

NRC FORM 114
(5-90)
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NON-MERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE Management Assistant		ANNOUNCEMENT NUMBER 0253001	DATES: OPENING 10/08/01	CLOSING (Close of business) 10/29/01	EXPIRATION (For "Open Until Filled" vacancies remove posting on this date)	
FOPIES 0303	FO DATE GG-09/10/11	KNOWN PROMOTION POTENTIAL TO GG-11	AREA OF CONSIDERATION		TYPE OF POSITION	
ORGANIZATION LOCATION Office of Nuclear Regulatory Research Div of Systems Analysis & Regulatory Effect Reg Effect Assessment & Human Factors Br			NATIONWIDE		<input checked="" type="checkbox"/> BARGAINING UNIT	NONBARGAINING UNIT
			WASHINGTON, DC COMMUTING AREA		<input checked="" type="checkbox"/> FULL-TIME	PART-TIME
			REGION COMMUTING AREA		<input checked="" type="checkbox"/> PERMANENT APPOINTMENT	TEMPORARY APPOINTMENT
			<input checked="" type="checkbox"/> OTHER NRC Wide		INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING	NOT TO EXCEED
DUTY LOCATION Rockville, MD		TRAVEL REQUIREMENTS Occasional	NAME OF IMMEDIATE SUPERVISOR John Flack			

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SF171 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE (NRC applicants only);
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANT(S) ONLY: FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify):

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

Incumbent provides administrative support to the Branch Chief and Project Managers in the Advanced Reactor Group in managing procedural and administrative aspects associated with pre-application review of advanced reactor designs. Incumbent is responsible for initiating, coordinating, reviewing, and/or processing to final action, non-technical aspects of pre-application reviews and general communications between a potential

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QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have at least one year of specialized experience at the next lower grade level or equivalent.

SPECIALIZED EXPERIENCE is experience that has equipped the candidate with the necessary knowledge, skill, and ability to review and process the administrative aspects of pre-application reviews and associated actions.

RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

- * APPLICANTS MUST ADDRESS RATING FACTORS.
- * EXPECTATIONS OF APPLICANT'S ABILITY BELOW GRADE 11 WILL BE ADJUSTED ACCORDINGLY.

1. Demonstrated ability to present information, ideas, and advice in a

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FOR ADDITIONAL INFORMATION CONTACT

Robin Avent

Email: RAA

Mail Stop: T-2D32

TELEPHONE

AREA CODE
301

NUMBER

415-7018

SEND APPLICATION MATERIALS TO:

<input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources	<input type="checkbox"/> Region I Personnel Officer	<input type="checkbox"/> Region II Personnel Officer	<input type="checkbox"/> Region III Personnel Officer	<input type="checkbox"/> Region IV Personnel Officer
U.S. Nuclear Regulatory Commission Washington, D.C. 20555	U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23T85) Atlanta, GA 30303	U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011

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(Continuation)

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ANNOUNCEMENT NUMBER	OPENING DATE	CLOSING DATE (close of business)	EXPIRATION DATE (For "Open Until Filled" vacancies, remove posting on this date)
0253001	10/08/01	10/29/01	

DUTIES OF POSITION - CONTINUED

licensing applicant and NRC staff.

RATING FACTORS - CONTINUED

clear, concise, and logical manner, both orally and in writing.

(EXAMPLE: Describe education, training, and experience which demonstrates your ability to deal effectively with various levels of staff and to coordinate and prepare documents using various inputs. What types of original writing do you generate? With whom do you communicate orally and for what purpose? What types of working relationships have you made, with whom and how frequently?)

2. Ability to identify issues and problems, set priorities, and offer alternatives and solutions.

(EXAMPLE: Describe education, training, and experience which demonstrates your ability to identify problems or issues requiring attention and to offer possible solutions. Provide examples of projects you have worked on where you found a discrepancy or problem and offered a solution. Describe examples of how you prioritize work in your current position or in former positions.)

3. Ability to plan, coordinate, and direct administrative processing of a project into clear, concise, and meaningful documents and correspondence.

(EXAMPLE: Describe education, training, and experience which demonstrates your ability to provide administrative support to program management staff. Provide examples of assignments that reflect your ability to integrate a variety of information into well organized, clear, concise, and meaningful documents and correspondence. Describe your knowledge of ADAMS and provide examples of assignments that reflect your ability to verify the accuracy and consistency of ADAMS documents and profiles. Provide examples of the types of projects you have worked on. Provide examples of any record systems you have established or maintained and explain their purpose.)

4. Knowledge of regulations and rules associated with NRC programs (e.g., licensing, certification, enforcement, inspection) and the ability to administratively review, edit, and process administrative, technical, or legal documents.

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RATING FACTORS - CONTINUED

(EXAMPLE: Describe education, training, and experience which demonstrates your knowledge of NRC programs stated above and associated regulations, policies, and procedures. Provide examples of assignments which reflect your ability to apply this knowledge. Describe any experience you have with respect to conducting searches for documents in response to FOIA requests. Provide examples of the types of documents you have processed and your understanding of technical and/or legal terminology.)

5. Ability to interact effectively with all levels of staff and management, persons of other Federal agencies, and the general public.

(EXAMPLE: Describe training, education, and experience which demonstrates your ability to deal effectively with a variety of persons using tact and diplomacy. Describe the kind of work assignments you have had that required you to coordinate and resolve issues with persons outside of your immediate work area. Discuss your ability to establish and foster effective working relationships with persons inside and outside your immediate organization.)

NOTE: Breadth, recency and length of experience in the field, training, awards, and commendations; past and current performance; and community or outside professional activities will be considered as they relate to each of the above factors to determine the level of knowledge, skill, or ability of candidates.

REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.